

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814

August 11, 1987



ALL COUNTY INFORMATION NOTICE 1-68-87

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS

SUBJECT: In Home Supportive Services Contracting

REFERENCE: ALL COUNTY LETTER NUMBER 85-72

Effective July 1, 1987, the Adult Services Bureau has assumed directly the function of reviewing and approving county contracts for the In Home Supportive Services (IHSS) Program. This responsibility had previously been under the Contracts Bureau. Adult Services Bureau's responsibility will include the authority to issue claiming clearance approval letters for IHSS contracts and amendments. These letters remain necessary for a county to claim State and Federal financial participation in IHSS contracts since State approval of IHSS contract awards, contracts, and contract amendments and extensions is required by Section 12302.1 of the Welfare and Institutions Code.

The Adult Services Bureau will be reviewing the following county documents and activities related to IHSS contracting:

- Invitations for Bid (IFB)
- Contract awards
- Contracts
- Contract amendments of any kind
- Third year renegotiation contracts
- Changes to the IHSS model contract
(Currently under development by a
State/county task force)
- Permission for using the Request for Proposal
(RFP) method of contract selection
- Contract rate setting and rate setting appeals

The Contracts Bureau will retain responsibility for county contract regulations - the current Division 10, Sections 200 through 203, and the proposed Division 23, Chapter 600 regulations.

The new Chapter 23-600 county contract regulations have now been approved by the Office of Administrative Law and an implementation date is being selected. Until then, counties should continue to use All-County Letter 85-72 as a guide and reference to applicable State policy and State and Federal regulations.

Effective July 1, 1987, please send all documents and correspondence related to current and future IHSS contracts and procurements, and IHSS contracts policy to:

Adult Services Bureau
State Department of Social Services
744 P Street, M.S. 6-536
Sacramento, CA 95814

Please continue directing general questions and requests for general interpretation of both State and Federal contracting and procurement regulations to:

Contracts Bureau
State Department of Social Services
744 P Street, M.S. 7-747
Sacramento, CA 95814

The contract or program managers in those counties which have IHSS contracts have already been notified of this change. Staff from both the Contracts Bureau and Adult Services Bureau are working with county staff to facilitate the transition of contracts and contract processes currently under review.

Please direct any questions concerning this All-County Information Notice to Dennis Gilliam in the Contracts Bureau at 916-323-0223 or Jerry Rose in the Adult Services Bureau at 916-322-6320.



Robert Garcia
Deputy Director
Administration



Loren Suter
Deputy Director
Adult and Family Services

cc: CWDA